

Postsecondary Education Commission
 Veterans State Approvals
 3 Barrell Court, Suite 300
 Concord, N.H. 03301-8543
 (603) 271-2555 x 354

Application for Approval as an Apprenticeship (38 CFR 21.4261) or
On-the-Job Training Program (38 CFR 21.4262)
for eligible Veterans, Dependents, National Guard and Reservists

Employer/Training Establishment _____

Employer's Address _____

Telephone Number _____ Fax Number _____ E-mail Address _____

Type of Business _____

Title of job for which employee is to be trained _____

Description of specific job objective for which employee is to be trained _____

Length of Training Period _____ months Regular Hours Per Week _____ Hours per Standard Week. _____

Probationary Period _____ months Work Process/handout supplied? YES NO

Journeyman's wage per hour _____ Are employees covered by Worker's Compensation Insurance? YES NO

Name and Title of Employer's Representative _____

How did you learn about the Apprenticeship or On-the-Job Training Program?

- ☐ Department of Veterans Affairs ☐ NH Job Service ☐ State Approving Agency
☐ Other Business ☐ Employee ☐ Other

Employer Signature _____ **Date** _____

Please send this application to **Postsecondary Education Commission, Veterans State Approvals, 3 Barrell Court, Suite 300, Concord, N.H. 03301-8543**. Upon receipt of this Application a representative from the Agency will meet with the employer to complete further details.

(Approval Criteria are listed on reverse side)

**Apprenticeship or
On-The-Job Training Programs**

Approval Criteria (DVA Use – Do not complete)

- ____ (1) Progression and appointment to the next higher classification are based upon skills learned through organized and supervised training on-the-job and not on such facts as length of service or turnover;
- ____ (2) The training content of the course is adequate to qualify the veteran or eligible person for the job for which she/he is to be trained;
- ____ (3) The job customarily requires a period of training of not less than 6 months and not more than 2 years of full-time training for OJT and more than 2,000 hours of full-time training for Apprenticeships.
- ____ (4) The length of the training period is not longer than that customarily required by the training establishments in the community to provide the veteran or eligible person with the skills and knowledge to become competent on the job for which she/he is being trained;
- ____ (5) Provision is made for related instruction for the individual or eligible person (minimum of 144 hours/year) for apprenticeships and, if required for OJTs;
- ____ (6) There is adequate space, equipment, instructional material and instructor personnel in the establishment to provide satisfactory training on-the-job;
- ____ (7) Adequate records are kept to show the progress made by each veteran or eligible person;
- ____ (8) The veteran or eligible person is not already qualified by training and experience for the job;
- ____ (9)(i) (**Apprenticeships**) A progressively increasing wage scale. Certification that wages paid to the veteran or eligible person beginning training are at least the Federal minimum wage, are not less than wages paid non-veterans in same training position.;
- ____ (9)(ii) (**OJT**) Certification that wages paid to the veteran or eligible person beginning training are at least the Federal minimum wage, are not less than wages paid non-veterans in same training position, are at least 50% of the wages paid for the job for which he/she is being trained, will be increased in regular increments, and not later than the last full month of the scheduled training period they will be at least 85% of the wages paid for the job for which the veteran or eligible person is being trained (not applicable to local, state or federal governments). There is reasonable certainty that the job for which the veteran or eligible person is to be trained will be available to him/her at the end of the training period;
- ____ (10) Signed copy of the Training Agreement for each veteran or eligible person, including the Training Plan/Schedule and Wage Schedule as approved by the State Approving Agency is provided to the veteran or eligible person and the Department of Veterans Affairs and the State Approving Agency by the employer;
- ____ (11) The Program meets other reasonable criteria as may be established by the State approving agency;
- ____ (12) The veteran or eligible person is granted credit for relevant previous training or experience and the beginning wage is adjusted accordingly;
- ____ (13) The employer complies with applicable municipal, county, state and federal codes and regulations;
- ____ (14) The veteran or eligible person must be covered by Industrial Accident Insurance/Worker's Compensation.

WAGE PROGRESSION

	Number of months	Wage per Hour		Number of Months	Wage per Hour
Period 1:	_____	_____	Period 6:	_____	_____
Period 2:	_____	_____	Period 7:	_____	_____
Period 3:	_____	_____	Period 8:	_____	_____
Period 4:	_____	_____	Period 9:	_____	_____
Period 5:	_____	_____	Period 10:	_____	_____

Complete the following if there is a veteran in the position:

Employee/Trainee _____ **Social Security Number** _____

VA File Number if different from SSN _____ **Date of Birth** _____

Address _____

Telephone # _____

Start Date _____ **Credit for Prior Training** _____ hours.

Related Training _____ # hours required.

Facility for related training _____

Address _____

Active Duty Dates (if Veteran) _____ to _____

Contract Dates (National Guard and Reserve) _____ to _____

Has the veteran received DVA benefits in the past? YES NO Most recent month and year _____

Veterans Administration Educational Benefits Being Requested (if known):

- ☐ Chapter 30 - Montgomery GI Bill
- ☐ Chapter 32 - Veterans Education Assistance Program (VEAP)
- ☐ Chapter 35 - Dependent Educational Assistance Program
- ☐ Chapter 1606 - National Guard and Reservists
- ☐ Chapter 1607 (REAP) - National Guard and Reservists

How did the veteran learn about the Apprenticeship or On-the-Job Training Program?

- ☐ Department of Veterans Affairs
- ☐ NH Job Service
- ☐ State Approving Agency
- ☐ Other Veteran/Reservist
- ☐ Employer
- ☐ Other